



MECHANICAL PERMIT APPLICATION

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling <input type="checkbox"/> Commercial/industrial <input type="checkbox"/> Multi-family	
JOB SITE INFORMATION AND LOCATION	
Job address:	
Suite/bldg./apt. no.:	
City/State/ZIP:	
Tenant/Business:	
Project/Owner:	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	
This installation is being made on property owned by me or a member of my immediate family.	
Sign here:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	
CCB lic. no.:	
Signature:	
Contact name:	
Contact phone number: Phone:	
PERMIT DELIVERY – CONTRACTORS ONLY	
Deliver my permit via: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail Be sure the address, fax number, or e-mail is listed above. All receipts sent via mail.	
PERMIT NUMBER	

PLAN REVIEW			
Please note: For commercial projects where equipment will be mounted on the roof or wall, weighs over 400 lbs, or includes new or altered gas lines or duct work, plan review will be required.			
FEE SCHEDULE			
Description	Qty.	Fee	Total
COMMERCIAL			
Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) including all mechanical materials, equipment, labor, overhead, and profit.			
Enter valuation			
Permit fee			
This fee will be calculated using the current City of Eugene building permit fee table, plus a 9% City Administration fee.*			
RESIDENTIAL			
Vents / Fans (dryer, exhaust fan, water heater, hood)		\$18.53*	
Fuel burning equipment (woodstove, fireplace insert, gas furnace, gas-boiler – includes vents, flues)		\$37.06*	
All other equipment – non-gas (Electric furnace, heat pump, air conditioner, air handler, etc.)		\$25.07*	
Gas piping system – new or altered (any number of outlets)		\$ 19.62*	
Alterations and additions to existing duct work.		\$ 22.89*	
Attic/crawlspace fans (Electrical Permit Only)		N/A	
MECHANICAL PERMIT FEES			
Subtotal permit fees			
A (Enter the greater of the subtotal or minimum permit fee \$87.20*):			
B State surcharge (12% of subtotal line A):			
Plan review (if applicable)			
C (65% of subtotal line A, plus 9% City Administration fee.):			
TOTAL PERMIT FEE			

***Note:** The minimum fee for issuing a mechanical permit is \$87.20 (this is the minimum fee of \$80.00 plus the 9% City Administration fee). This is only applicable when mechanical permit fees do not total \$87.20. Example: Permit for wood/pellet stove/insert would be \$37.06; however, due to the minimum fee the actual charge would be \$87.20.